**RESEARCH PROGRAM MANAGER**

**SUMMARY**

Reporting to Dr Paul Wilson and Dr. Micheline Manseau in support of a 3-year grant on **Caribou Genomics: a national non-invasive monitoring approach for an iconic and model species-at-risk**. This position is responsible for project management and coordinating research activities for the project; internal and external communication; scientific communication and media relations; and developing and implementing training modules. Anticipated salary is $60,000 per year.

**KEY ACTIVITIES**

### **Project Management**

1. Oversee project implementation including tracking of progress and milestones.
2. Coordinating and tracking project Team Meetings for both the Research Team and the Partnership Team including agenda, attendance, and follow-up actions (e.g. activity progress, milestones, deliverables and coordination needed between activities).
3. Support the project researchers with Gantt chart and Project Management software follow-up and updates.
4. Professional and scientific writing for reports, publications, proposals and media.
5. Production of semi-annual scientific progress reports through communication with individual members of the Research Team.
6. Production of semi-annual metrics report, including final progress report.

### **Science Communication (SciCom) and Media Relations**

### Develop a SciCom and Media Strategic Plans.

### Consistent with Media Strategic Plan, proactively seek out, plan, manage, pitch and execute media opportunities and coverage, and create content for producing/coordinating communications material.

1. Conduct quarterly reviews of media coverage, creating a dashboard that tracks metrics, keeps comparator data, sets new goals and allows for adjustments to the plan as required; constantly renew and refresh accurate media lists.
2. Conduct daily media scans, proactively identifying and acting on risks and opportunities.
3. Plan, write, and edit materials for all mediums directed at both internal and external audiences. Materials include, but are not limited to news releases, publications, web content, news stories, digital media, proposals, etc.

### **Development & Implementation of Training Modules**

### Coordinate training needs of partners and researchers to develop a Training Plan.

**EDUCATION**

Master of Science (MSc), or equivalent. Formal training in Communications, Media, and/or Project Management will be considered assets.

**EXPERIENCE REQUIRED**

1. Project management experience including regular reporting with the ability to manage large-scale diverse projects with shifting priorities within tight timelines.
2. Experience in professional writing and communications activities using new and traditional forms of media, and science communication).
3. Excellent written and verbal communications skills.
4. Exemplary interpersonal, communications, conflict resolution skills with abilities to build bridges between complex stakeholder groups and individuals.
5. Outstanding strategic, creative, and conceptual writing and editing skills for various media.
6. Recognizable and consistent social media presence as well as interest and expertise in new media technologies.
7. Excellent computing skills (Microsoft Office, Word, Excel, Project Management, email, internet, web content management, PowerPoint, Illustrator, etc.).
8. Superior interpersonal strengths, conceptual skills, the ability to collaborate creatively and consult with others.
9. Experience in proof-reading, editing and in managing publication projects.
10. Ability to work with constructive feedback and take direction.
11. An understanding of complex stakeholder groups and diverse audiences.
12. Experience with developing and implementing training modules.